

5 March 1951

MEMORANDUM FOR: AD/PC  
AD/SO  
General Counsel  
Comptroller ✓  
Director of Personnel  
Chief of Administrative Services  
Chief of Procurement

1. As a result of a careful scrutiny of the last report of the auditors we find that there are posed a large number of policy and procedural questions which urgently need resolution. This resolution is necessary both from the point of view of providing the operators with useful policy and procedural guidance as well as to adequately protect the Agency in the highly important matter of handling money.

2. Accordingly there has been constituted a small task force to bring forth recommendations based upon a careful study. This task force consists of:

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Mr. [REDACTED] Office of the Comptroller  
Mr. [REDACTED] Office of the General Counsel  
Mr. [REDACTED] Office of the Training Director

3. The recommendations of this group will be presented to a senior review committee made up of a representative from each operating office concerned, the Comptroller, the General Counsel, the Director of Personnel, the ADD/IS, and AID/A. The senior group will have the responsibility for recommending appropriate action to the DCI for incorporating new Agency regulations. Obviously throughout this study appropriate and due consideration will of course be given to the covert aspects.

4. This memorandum is addressed to you for information and to ask for your active cooperation in assisting the task force group.

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Assistant Deputy Director  
(Administration)